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Hurghada , red sea , Egypt

Lydia Nabil Ghali Tawadros



Career Objective

I am seeking employment in a reputable institution where I can take part in the growth of the organization by applying my abilities to the best and where there is a room for upgrading skills and knowledge.

Personal Information

- Date of Birth: **8/11/1990**
- Place of Birth: **Assuit**
- Gender: **Female**
- Marital Status: **Married**
- Nationality: **Egyptian**

Education

Graduated from Faculty of Commerce, English section, Assuit University, Egypt.

Major: **Accounting**

Year of graduation: **2011**

Graduation degree: **Good**

Work experience

From June 2014 to jan 2016:

Accountant at Dream for Investment.

Tasks included:

- Carry out necessary price quotes and governmental tenders with the recommendation on order terms.
- Responsible for credit memos, credit letters, product objections along with return approvals.
- Handle all the aspects of communication.
- Prepare accounting records, financial statements, or other financial reports

to assess accuracy and completeness.

- Report to management regarding the finances of establishment.
- Manage expenditure, credit and investments.

From June 2013 to June 2014:

Teacher of mathematics under American Diploma System "ATES"

Training

- Three-month **English Language course** at Berlitz Language Institute.
- A month of training course on **the Principles of Banking Operations** At the Egyptian Banking Institute.

Skills

- Strong organization and interpersonal skills
- Excellent communication skills; straight talking
- Handle and accept advice and guidance & strive for success.
- Comfortable working with staff at all levels, in organizations of all sizes.
- Methodical approach to problem solving.
- Good negotiator, facilitator, and peacemaker.
- Thinking outside the box.
- Simplifying the complicated.

Computer knowledge

- Advanced knowledge of Microsoft Windows XP including Outlook, Word, PowerPoint and Excel.
- Excellent skills in searching the World Wide Web and using online tools to add value the work being done.

Languages

- Arabic (mother tongue)
- English (second language), both oral and written

Interests

Internet surfing, traveling, reading, discovering technology updates.